

THIS IS A DRUG TESTING DESIGNATED POSITION.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.			
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code			
10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		14. Agency Use *DOI012		15. Classified/Graded by			
15. Classified/Graded by				Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management				Range/Forestry Technician (Fire Dispatch)				GS		455/462		07	
b. Department, Agency or Establishment				Department of the Interior, FLERT Specialist								5/8/03	
c. Second Level Review				This PD has been approved as follows under 5 USC 6336(c) and 6412(d)									
d. First Level Review				Firefighter Law Enforcement									
e. Recommended by Supervisor or Initiating Office				Primary Secondary/Administrative Sec/Supvy									
Approval Date				January 29, 2004									

16. Organizational Title of Position (if different from official title) Senior Fire Dispatcher				17. Name of Employees (if vacant, specify)			
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision			
a. First Subdivision BIA BLM FWS NPS				d. Fourth Subdivision			
b. Second Subdivision				e. Fifth Subdivision			

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of High Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111. Forestry Technician Series, GS-404 Dec 91 TS-111. Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111	
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											

24. Remarks
 Allison Beard BIA Todd Ryan BLM Pearl Inge FWS Cindi Steinheimer NPS

25. Description of Major Duties and Responsibilities (See Attached)